

Minute of the Board Meeting of Culbokie Community Trust on

Monday 22nd January 2018

Present: Richard Fyfe, Bruce Morrison, Penny Edwards, Sarah Southcott, Alison Petch, Marilyn Richards, David Brookfield (BH), Niall MacDonald

Apologies: Lesley Murray, Mark Douglas, Jillian Munro, Audrey McCulloch, Annabel Mowat (BH)

Item	Discussion	Action
Welcome	Richard welcomed Niall who was attending as an observer to learn more about the work of CCT and to see if he might be able to contribute in the future.	
Minutes of last meetings	04-12-17 Approved as a correct record Proposed by Penny and seconded by Alison	
Matters Arising	None	
Glascairn Community Project Update	<p>a. Tullochs agreement update CCT are awaiting the amended version of the Agreement and Indemnity. The Board discussed aspects of the SUDS area highlighting some areas of concern. The Board agreed that the pros and cons of all the options should be prepared and discussed before any agreement is finalised.</p> <p>b. Birchwood Highland No further update until the project has been progressed.</p> <p>c. Stakeholder development update 18 organisations have expressed an interest. 9 attended the meeting on 9 Jan. There was a very positive response and proposals for activities at the hub. Highlife Highland suggested that CCT prepare 'Terms of Reference' for stakeholders so that organisations can then sign letters of support. Bruce proposed that each letter should be customised to include specific activities that an organisation would be able to contribute to. The Board agreed.</p> <p>Following further discussion, the Board agreed that a pilot programme of activities should be devised. Once costings for a manager, hall hire etc. were prepared then funding could be sought. This will support future funding bids.</p> <p>d. Community Hub Financing Bruce/David provided a paper detailing Financial projections for the Community Hub. The projections, at this point, are based on 100% grant funding. Projections include all aspects of the hub (café, training events, health room, group rentals, commissions), are positive and caution is built in.</p>	<p>Penny/ Richard</p> <p>Bruce</p> <p>Penny/ Alison</p>

	<p>e. Consultation Campaign Penny provided a summary of all consultations to date. She has had discussions with Liz Howard, HIE about the possibility of applying for funding to 'refresh' the consultation. Given the range of consultation activities that have already taken place, CCT needs to be clearer about what else is needed to improve and update what is already known. Penny agreed to contact BIG to seek further clarification.</p> <p>f. Community fundraising Next event: Quiz Night – 17th March 2018 – Poster is being finalised and event will be advertised in the area and through social media.</p> <p>Other events being discussed for later in the year.</p>	Penny
Culbokie Community Market	<p>January got off to a good start despite the weather. New stalls include fresh fish and shellfish (Pro Fish) and complementary therapies (head massage).</p> <p>The 10th Anniversary of the market in Culbokie will be 19th May 2018. The w/g will be meeting to plan some events to mark the occasion.</p> <p>There will be a CCT plant stall in April and May.</p>	Marilyn/ Anna
Woods Group	<p>A work party will take place in Feb to complete the path clearing – date tbc.</p> <p>The control points for the Primary School have been made and Gordon Robb was thanked for his work on this.</p> <p>The application to the Discretionary Fund has been granted for the woods orienteering project. The group are still waiting to hear from Awards For All and Forestry Commission.</p>	
History Group	<p>Work is ongoing on the website. Members are currently researching the history of Findon Hall and the Temperance Movement in Culbokie.</p>	
Other Groups	Village clean and tidy projects – nothing to report	
Finance Admin	<p>a. Jillian reported that the balance stands at £21,863.91 at 20/01/18.</p> <p>b. Unauthorised spending – none</p> <p>c. Culbokie Spar donations tin - £24.80 at 12-01-18</p>	
Admin	<p>a. Renewal of Community Land Scotland Membership – Agreed by the Board</p> <p>b. Application to Strengthening Communities Fund submitted</p> <p>c. Application to Just Enterprise for Business Support –</p>	Penny Penny

	The Board agreed that this could be useful. To be investigated further following discussions with BIG Lottery.	
Membership and Recruitment	<p>a. 3 new full members, which were approved by the Board. There are now 164 full members, 13 junior members of CCT plus 47 associates, and 5 associate organisations.</p> <p>Total membership now 229</p> <p>b. A letter on renewed membership is to be prepared and issued to members with a request for donations for 2018. Some may need to be posted. Richard to discuss with Gill Garland. Aim for letters to go out in February.</p> <p>c. Recruitment campaign - More members are needed. The Board agreed to try making personal calls to homes starting on Tues 15th May. Area to be agreed and current membership checked.</p>	Richard Sarah/ Alison/ Penny
AOB	<p>a. Christmas Event – Becky was thanked for her work on the event. There had been a number of difficulties with the tree and lights, the musicians were not available, and the date was changed. As a result, the attendance was down on the previous years. The Board agreed that the event should go ahead in 2018 on 15th December. Preparations should be made earlier in the year to ensure a good attendance. Becky has volunteered to take a lead role again and will be contacted.</p> <p>b. Shared space – Bruce reported that the report on shared space – ‘Creating Better Streets – Inclusive and accessible places’ by Chartered Institution of Highways and Transportation has been published. It is generally positive about ‘shared spaces’ and is available online.</p>	Marilyn
Date of next Meeting(s)	<p>Mon 12th March 2018 – Bruce’s – Apologies: Alison</p> <p>Mon 16th April 2018 – Marilyn’s – Apologies: Bruce</p>	